

**American Nurses Credentialing Center  
Commission on Accreditation  
ANCC-COA**

# **Operational Requirements and Educational Design Criterion**

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# Overview of Accreditation

- Accreditation as a *provider* of continuing nursing education
  - *Awarded to organizations that have proven their capacity to provide quality continuing education in nursing*
  - *Providers may seek accreditation directly from ANCC or from an accredited approver*

# Overview of Accreditation

- Accreditation as an *approver* of continuing nursing education
  - *Awarded to organizations that have demonstrated their capacity to approve activities and providers*
  - *Only ANA constituent member associations, federal nursing services, and specialty organizations are eligible*

# Explanation of Terms

- **Accreditation**

- **A voluntary process in which an institution, organization, or agency submits to an in-depth analysis to determine its capacity to provide or approve quality continuing education over an extended period of time**

- **Accredited Approver**

- **An eligible organization credentialed by the ANCC after having submitted to an in-depth analysis to determine its capacity to provide or approve quality continuing education over an extended period of time**

# Explanation of Terms

- **Continuing Education Approver Unit**
  - A designated separate and distinct body (council, committee or commission) within the Approver organization that is responsible for the peer review approval
- **Accredited Provider**
  - An eligible organization accredited by ANCC after having an in-depth analysis to determine its capacity to approve quality nursing continuing education

# Explanation of Terms

- **Approved Provider**
  - **Recognition by an ANCC-accredited approver of a provider's capacity to award contact hours for continuing education (CE) activities, planned, implemented, and evaluated by the provider**
- **Provider**
  - **An individual, institution, organization, or agency responsible for the development, implementation, evaluation, financing, record keeping, and quality of nursing CE education activities**

# Explanation of Terms

- **Co-Providership**
  - **Planning, developing, and implementing an education activity by two (2) or more organizations or agencies**
- **Nurse Planner**
  - **A Registered Nurse who is responsible for planning, developing, implementing, and evaluating CE activities. Must have a baccalaureate or higher degree in nursing**

# Explanation of Terms

- **Provider Directed CE**

- A CE activity requiring participant attendance, and is differentiated by the fact that the provider plans and schedules the activity and determines the pace of the activity
- Formerly known as Educational Design I (ED I)

- **Learner Directed CE**

- An educational activity designed for completion by learners, independently, at the learner's own pace and at the time of the learner's choice
- Formerly known as Educational Design II (ED II)

# Operational Requirements

- 1. Use the ANCC COA educational design criterion as provided by the ANCC accredited approver to plan and implement all CE activities**
  
- 2. Maintain responsibility for the following when/if activities are co-provided:**
  - a. Determination of objectives and content
  - b. Selection of presenters/content specialists
  - c. Awarding of contact hours
  - d. Record keeping
  - e. Evaluation

# Operational Requirements

- 3. Maintain records for each activity for five (5) years in a secure and confidential manner**
  - a. Title of the educational activity
  - b. Number of contact hours awarded
  - c. Names, titles, and expertise of persons responsible for planning the education activity and presenters/content specialists
  - d. Description of the needs assessment
  - e. Description of the target audience
  - f. Locations(s) and date(s) of the activity

# Operational Requirements

- g. Names and addresses of participants and number of contact hours awarded to each
- h. Purpose
- i. Objectives and content
- j. Teaching/learning strategies, including resources, materials, delivery methods, and learner feedback
- k. Process to verify completion of the education activity and how learners were informed of these requirements

# Operational Requirements

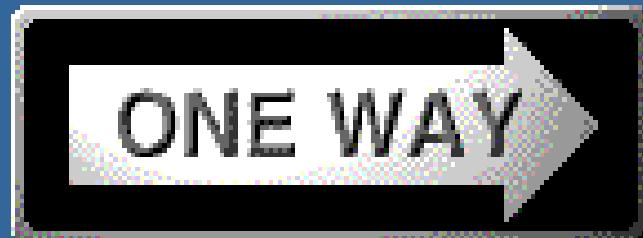
- g. Sample of certificate awarded to participants
- m. Copy of the evaluation tool(s), including a summary evaluation
- n. Marketing/promotional materials
- o. If applicable, documentation of how co-providership responsibilities were maintained
- p. If applicable, documentation of how program integrity was maintained for an education activity receiving commercial support
- q. Vested Interest forms

# **Operational Requirements**

- 4. Verify participation and requirements for successful completion of the education activity and how learner's are informed of these expectations prior to the activity**
- 5. Provide participants who successfully complete the education activity with written verification of completion which includes the following:**

# Operational Requirements

- a. Name of learner
- b. Number of contact hours awarded
- c. Name and address of the provider of the education activity
- d. The title and date of the activity
- e. Official approval statement:



# **Operational Requirements**

**THIS CONTINUING EDUCATION  
ACTIVITY WAS APPROVED BY (NAME  
OF ACCREDITED APPROVER) AN  
ACCREDITED APPROVER BY THE  
AMERICAN NURSES CREDENTIALING  
CENTER'S COMMISSION ON  
ACCREDITATION**

# **Operational Requirements**

- 6. Maintain timely communication with the accredited approver by providing any reports requested**
- 7. Use appropriate language for the activity approval on all communications, marketing materials, and certificates of attendance (as noted in #5.)**

# Operational Requirements

- 8. Implement the ANCC COA system of awarding credit**
  - a. The appropriate measure of credit is the 50 minute contact hour
  - b. A contact hour is 50 minutes of an organized learning activity, which is either didactic or clinical experience
  - c. The minimum number of contact hours to be awarded is one (1)

# Operational Requirements

- d. After the first contact hour, fractions or portions of the 50 minute hour should be calculated
- e. Welcome, introductions, breaks, and viewing of exhibits are not included in calculation of contact hours. Evaluation is considered part of the learning activity and may be included in calculation of contact hours

# **Operational Requirements**

- 9. To ensure that all CE activities are free from bias, all presenters must declare any vested interests**
- 10. In the event that any form of commercial support is provided for an education activity, the provider will maintain control of the educational content and disclose to the learners all financial relationships or lack of, between the commercial supporter and the provider or presenters**

# **Educational Design Criterion**

**Continuing education (CE) activities are assessed for need, planned, implemented, and evaluated in accordance with professional education standards, adult learning principles, regulatory and credentialing requirements, and organizational policy**

# **Key Elements**

- 1. CE activities are developed in response to, and in consideration for, the unique education needs of the organization's target audience**
  
- 2. Each education activity has an identified purpose and educational objectives for the learner**

# **Key Elements**

- 3. The education activity is planned by at least one (1) RN with a baccalaureate degree or higher and others who have content expertise and who represent the target audience**
  
- 4. Each education activity has content that is congruent with objectives and content**

# **Key Elements**

- 5. Teaching/learning strategies are congruent with objectives and content**
  
- 6. Contact hours are determined in a logical and defensible manner, consistent with the objectives, content, teaching/learning strategies, and target audience**

# **Key Elements**

- 7. There is a clearly defined method for evaluating the effectiveness of each CE activity, including learner input**
  
- 8. Revisions are made to ongoing CE activities based on evaluation data and participant input**

# Required Evidence

1. **Describe the process of activity planning (including the needs assessment, determination of target audience, objectives, content, teaching-learning strategies), identifying the Nurse Planner(s) and all other persons who participated in the planning process. Document content expertise of planners/presenters**

# Required Evidence

2. **Identify the activity's purpose, learner objectives and related content**
  
3. **Describe the teaching-learning strategies to be used in the activity, including resources, materials, delivery methods and learner feedback**

# **Required Evidence**

- 4. Identify the number of contact hours to be awarded, with supporting documentation**
  
- 5. Describe the process to be used to verify completion of the education activity and how learners will be informed of the requirements for completion**

# Required Evidence

6. **Submit a copy of the certificate to be awarded upon completion of the education activity**
  
7. **Describe the method to be used to evaluate the activity. Submit a copy of the evaluation form(s). Describe how the evaluation data will be used**

# **Required Evidence**

- 8. Submit copies of promotional materials developed for the CE activity**
  
- 9. For co-provided activities, describe how the activity provider's responsibilities will be maintained**

# **Required Evidence**

- 10. For education activities that will receive commercial support, describe how the integrity of the activity will be maintained**
  
- 11. Describe how required records for the activity will be maintained**

# Questions

